

Sample Member File Checklist

Adapted From
Mid-Atlantic Network of Youth and Family Services
MANYCorps Site Visit

Program Name/Location:	_____
Member Name:	_____
Grant #:	_____
Program Year:	_____
Service Hours Term:	_____
Date Enrolled:	_____
Date Exited:	_____

Are the following items in the member's file?	Yes	No
Member application	___	___
*Member enrollment form	___	___
Is the member enrollment form signed and dated by the member?	___	___
➤ Approved by site supervisor via WBRs		
➤ WBRs will check if the form was submitted within 30 days		
Proof of age	___	___
High School or GED Diploma	___	___
Parental consent form (if member is under the age of 18)	___	___
Member contract that stipulates the following:		
• minimum number of service hours and other requirements (as developed by the program) necessary to successfully complete the term of service and to be eligible for the educational award;	___	___
• acceptable conduct;	___	___
• prohibited activities;	___	___
• requirements under the Drug-Free Workplace Act;	___	___
• suspension and termination rules;	___	___
• the specific circumstances under which a member may be released for cause;	___	___
• the position description;	___	___
• grievance procedures;	___	___
• other requirements as established by the program;	___	___
• is the contract signed and dated by the member?	___	___
Criminal background check if the member works with children or other vulnerable population.	___	___

Are the following items in the member's file?
Yes No

***Time sheets:**

- are they signed by both the member and the site supervisor in a timely manner? _____
- are they up to date? _____
- do the time sheets segregate/track separately hours for service v. hours for training? _____

WBRS checks the following:

- is the addition on each sheet correct? _____
- do the total hours from each time sheet add up to the number of hours claimed on the exit form? _____

Documentation of citizenship/naturalization/resident alien status

Primary documentation of status as a US citizen or national: one of the following forms of documentation is acceptable:

- a birth certificate showing that the individual was born in the one of the 50 states, the District of Columbia, Puerto Rico, Guam, the US Virgin Islands, American Samoa, or the Northern Mariana Islands
- a United States passport
- a report of birth abroad of a US Citizen (FS-240) issued by the State Dept.
- a certificate of birth-foreign service (FS-545) issued by the State Dept.
- a certificate of naturalization (Form N-550 or N-570) issued by the INS
- a certificate of citizenship (Form N-560 or N-561) issued by the INS

-OR-

Primary documentation of status as a lawful permanent resident of the US: one of the following forms of documentation is acceptable:

- Permanent resident card, INS form I-551
- Alien Registration Receipt Card, INS form I-551
- A passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence.

Is one of the ten types of documentation listed available? _____

If no, has the program obtained written approval from the Corporation that the other documentation is sufficient to demonstrate the individual's status as US citizen, US national, or lawful permanent resident alien? _____

Are the following items in the member's file? Yes No

Documentation of Health Care Enrollment (if eligible)

➤ Who's eligible?

- All full-time members (except Promise Fellows and EAO members) are eligible for health benefits.
- Part-time members serving in a full-time capacity (except Promise Fellows and EAO).
- If there are any questions on healthcare coverage, please check the provisions.

Documentation of Child-care Enrollment (if eligible)

➤ Who's eligible?

- member is the parent/legal guardian (or acting in loco parentis) for a child under the age of 13 who resides with the member;
- member has a family income that does not exceed the state's income eligibility guidelines for a family of the same size. At a maximum, family income can be no more than 75% of the state's median income; and
- at the time of acceptance into the program, member is not receiving childcare from another available source.
- Part-time members serving in a full-time capacity who meet the above requirements may be eligible for child-care benefits.

Tax documents

- Is there a W-4 form to document tax withholdings?
- If the program year is over, is there a W2 form?

Loan Forbearance request form (if applicable)

Publicity release form

➤ If member is under 18, is the form signed by the parent/guardian?

Member discipline documentation

Mid-term performance evaluation

End-of-term performance evaluation

Are the following items in the member's file?

***Member End-of-Term/Exit Form** (if member has exited)

Is the form signed by the member in the two places indicated?

WBRS checks the following:

- Is the form approved by the site supervisor?
- Is the supervisor signature concurrent with or after the member's?
- Was the form submitted within 15 days?
- Was the member's term in compliance with the program requirements explained in section 9a? (This can be ascertained by looking at the enrollment and exit dates and comparing the number of months served to the type of service term. If the member was suspended that should also be taken into consideration.)
- Is the date on the exit form concurrent with or after the date the member exited?
- Do enrollment form and exit form for each individual reflect the same term of service? If no, go to change of status section?

***Documentation of Compelling Personal Circumstances** (if applicable)

- If the member received a pro-rated ed-award (check the exit form), is there documentation of compelling personal circumstances that falls within the parameters identified in the AmeriCorps provisions for the relevant program year?

_____	_____
_____	_____

Change of Status Form (if applicable)

- Do enrollment form and exit form for each individual reflect the same term of service ?
- If not, is there an approved change of status form in the file that reflects the appropriate conversion?
- Was the conversion made within the first three months of the member's term? If not, is there evidence of grantee and CNS approval?
- Was the form submitted to the Corporation within 30 days? (Needs to be verified at CNS)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*Items with asterisk are files for which WBRS is the document of record. You should still keep paper copies of these items as a primary source. However, since WBRS automatically makes corrections, you should recognize that there might be some discrepancies between the paper and WBRS copy. This is acceptable since WBRS is the official record.

This checklist is based on the '99-'00 provisions. Be aware when you are looking at files from other program years that there are differences in the provisions from year to year. This checklist should not be construed as a substitute for either the provisions or common sense.

Signature of MANYCorps Staff member:	_____
Signature of Site Supervisor:	_____
Date of Site Visit:	_____